

POSITION TITLE: MANAGER IV –
Deputy Director of Substance Abuse Programs

DEPARTMENT: Rehabilitation Programs Division

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

POSITION #: 045318

Performs advanced managerial work administering the daily operations and activities of agency programs. Work involves establishing goals and objectives; developing guidelines, policies, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating program activities; developing and evaluating budget requests; monitoring budget expenditures; and planning, assigning, and supervising the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

- A. Manages the activities of staff in the program areas; plans, implements, coordinates, monitors, and evaluates policies and procedures; oversees the development of guidelines, policies, procedures, rules, and regulations; monitors compliance with policies and procedures; oversees the development and implementation of techniques for evaluating program activities; and ensures evidence-based practices are implemented and maintained.
- B. Oversees the establishment of program goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; manages evaluation activities; identifies areas in need of change and makes recommendations to improve operations; and represents the program area at meetings, hearings, trials, conferences, community volunteer groups, and seminars or on boards, panels, and committees.
- C. Oversees the preparation of management and productivity reports and studies; develops and evaluates budget requests, monitors budget expenditures, and makes adjustments as necessary; oversees special investigations, program analyses, internal audits, and research studies; develops, reviews, revises, and implements legislation; and testifies at hearings, trials, and legislative meetings.
- D. Oversees the preparation of requests for proposals; awards contracts to treatment service providers; and maintains accountability controls of service delivery billings.
- E. Provides liaison to agency staff, other agencies and organizations, and the public; oversees staff development plans and activities; and provides technical guidance in the program areas.
- F. Plans, assigns, and supervises the work of others.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Criminal Justice, Public Administration, Behavioral Science, or a related field preferred. Each year of experience as described below in excess of the required nine years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Nine years full-time, wage-earning criminal justice, program administration, public administration, or social services experience.
3. Four years full-time, wage-earning experience in the supervision of employees.
4. Contracting experience preferred.
5. Governmental program experience preferred.

B. Knowledge and Skills

1. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
2. Knowledge of evidence-based principles and practices.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill to manage program activities.
8. Skill to establish goals and objectives.
9. Skill to develop and evaluate administrative policies and procedures.
10. Skill in administrative problem-solving techniques.

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- 11. Skill in budget preparation.
- 12. Skill to review technical data and prepare technical reports.
- 13. Skill in public address.
- 14. Skill to plan, assign, and supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.